

Virtual 2020 AIAA AVIATION Forum

Zoom Guidelines for Attendees

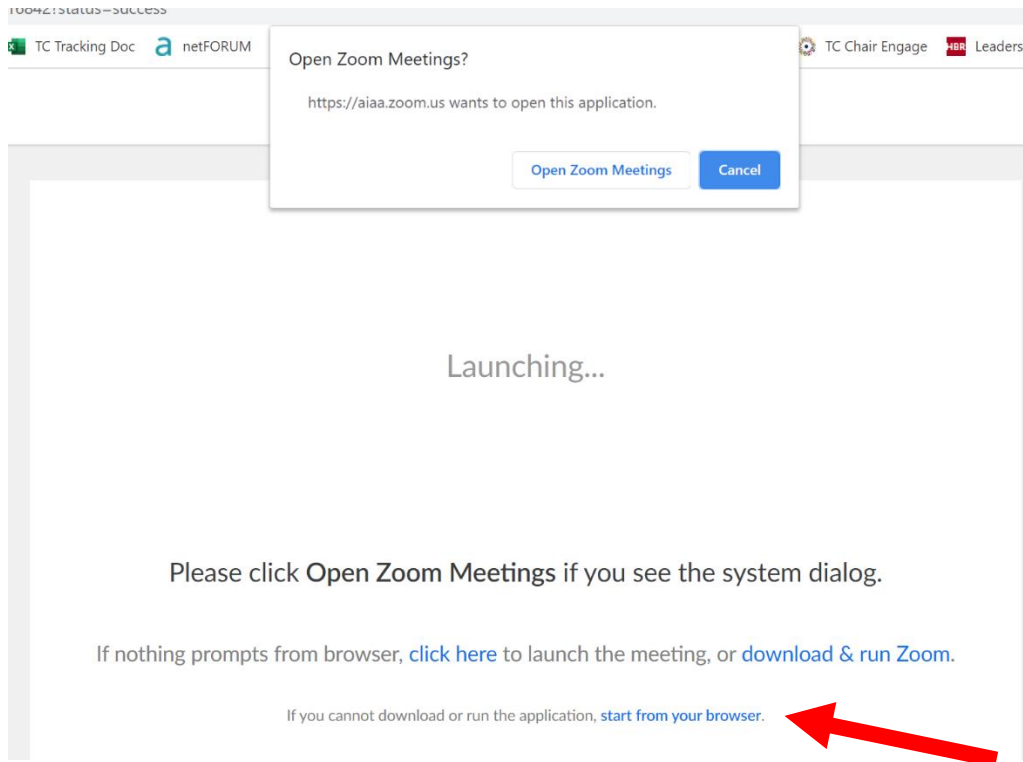
AIAA is using Zoom to host the Technical Presenter Q&A Sessions during the virtual 2020 AIAA AVIATION Forum. AIAA is keenly aware of the security concerns surrounding Zoom and we have adopted published recommendations to ensure that we follow security guidelines and best practices.

Note: It is the responsibility of each participant to determine any restrictions they might be subject to. The information below is provided as helpful information; participants are encouraged to contact their organization's internal information security office for guidance.

If you have not used Zoom, you can find tutorials and tips at the [Zoom Help Center](#).

If you cannot use the app you may join from a browser or dial-in by phone

If you have restricted access to Zoom, there are two methods you can use to join a Zoom meeting. One of them is *Join From Browser*. Click the meeting link and you should see this screen:



At the very bottom of this page is a small link that will allow you to join the meeting from your browser. You'll hit the cancel button at the top and click this very last link. No sign-in is required.

The second method is to follow the instructions for joining by phone. These instructions are available within the virtual AIAA AVIATION platform (details are next to the link for Q&A). Toll-free call-in numbers are available for multiple countries.

Attendee Requirements and How to Ask a Question

To create an optimal experience for attendees and presenters, we ask all participants to mute their microphones and refrain from screen sharing. Disruptions will not be permitted and may result in an attendee being removed from the meeting.

To submit questions to presenters, attendees can:

- Click Chat to submit questions to a presenter (this is the preferred method)
- Raise your hand in the system and wait for a host to call on you; when they do, then you can unmute and ask your question.

Technical Presenter Q&A Settings

- Generally, these Q&A sessions are not being recorded; exceptions may be made to record for marketing purposes. If a session is being recorded, an announcement will be made at the beginning of the session.
- The meetings contain the following settings:
 - Individuals are automatically muted when they join
 - Individuals' video is turned off when they join
- The meeting will not be locked, so individuals can join the session in progress at any time

How to Create a Virtual Background

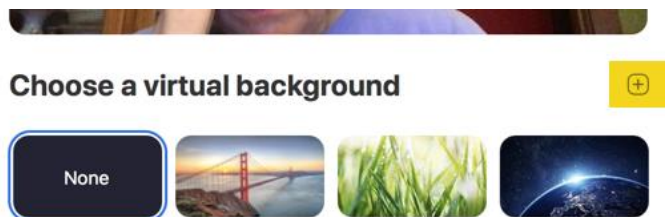
When using the video function, you can create a virtual background for yourself.

When you are in the meeting, move the mouse so that the black bar at the bottom appears.

Click on the arrow to the right of "Start Video" and a pop-up menu will show an option to choose a virtual background.



In the virtual background screen, you can choose one of the virtual backgrounds provided, or click on the "+" sign to add your own; backgrounds containing offensive or otherwise inappropriate content or images will result in immediate removal from the session and meeting.



Recommended Resources:

- <https://www.fbi.gov/contact-us/field-offices/boston/news/press-releases/fbi-warns-of-teleconferencing-and-online-classroom-hijacking-during-covid-19-pandemic>
- FBI Internet Crime Complaint Center (IC3) Alert: [Cyber Actors Take Advantage of COVID-19 Pandemic to Exploit Increased Use of Virtual Environments](#)
- [Zoom blog on recent cybersecurity measures](#)